



Residential Permit Application

Inspections Department

The City of Aurora has adopted and codified the 2012 International Codes and the 2014 National Electric Code, with local amendments.

The following items provide a checklist of minimum required documentation, for consideration of a building permit application.

BUILDING PERMIT REVIEW REQUIREMENTS:

Documents must be submitted digitally in PDF format merged/combined together facing the correct way as listed below on a CD/DVD or USB "Thumb" Drive

ELECTRONIC FILE 1: Merge/combine the following files together and name the file: New Res App (Insert Construction Address) Request

- ☐ Completed New Residential Single Family Building Permit Application
- ☐ Trade Contractor Registration Sheet (if applicable)
- ☐ Foundation Plans sealed by engineer with current date
- ☐ Rescheck www.energycodes.gov
- ☐ SWPPP (Storm Water Pollution Prevention Plan)

ELECTRONIC FILE 2: Merge/combine the following files together and name the file: Plan Review (Insert Construction Address) Permit Request

- ☐ Survey/Plot Plan
- ☐ One (1) complete set of New Residential Building Plan DRAWINGS - drawn to 1/4" or 1/8" scale

PRINTED COPY:

- ☐ ONE (1) complete set of New Residential Building Plans "Blue Lines" must be printed on no smaller than 11"x17" sheet of paper. These will be returned to you, as your "job site copy" when and if your permit is approved.

APPLICATION FEE:

- ☐ **INITIAL APPLICATION FEE OF \$125.00.**

The full cost of the permit will be assessed after your plan review is complete and the documents are approved by the Residential Building Inspector, or Chief Building Official.

SURVEY PLOT PLAN SHALL CONSIST OF THE FOLLOWING:

- ☐ Placement of structures, flatwork, and driveways
- ☐ Driveway approach location at the curb
- ☐ Building lines, public utility easements and drainage easements noted
- ☐ Setbacks from property lines noting actual distance from property lines impervious coverage calculation

NEW RESIDENTIAL BUILDING PLANS SHALL CONSIST OF THE FOLLOWING:

- ☐ Floor Plan of Building with dimensions
- ☐ Wall, Ceiling, and Roof Framing Detail – Wall Section including Wall, Ceiling, & Roof Framing
- ☐ Electrical, Plumbing, and Mechanical Details –location of all plumbing fixtures, electrical outlets including GFI, panel location, and arc fault
- ☐ Elevation sheets showing facades
- ☐ Where required, Floodplain Elevations and Notations – may need to submit floodplain permit application



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PROJECT ADDRESS																
SUBDIVISION						BLOCK			LOT							
CONTACT INFORMATION																
PROPERTY OWNER						PHONE			EMAIL							
ADDRESS																
BUILDER/GENERAL CONTRACTOR						PHONE			EMAIL							
COMPANY ADDRESS																
SUPERINTENDENT FOR BUILDER						PHONE			EMAIL							
TRADES AND SUBCONTRACTORS INFORMATION																
ELECTRICAL						PHONE			LICENSE							
PLUMBING						PHONE			LICENSE							
MECHANICAL HVAC						PHONE			LICENSE							
ARCHITECT/DESIGNER						PHONE			LICENSE							
ENGINEER						PHONE			LICENSE							
IRRIGATION/SPRINKLER						PHONE			LICENSE							
FENCE CONTRACTOR						PHONE										
TYPE OF PERMIT (CHECK ALL THAT APPLY)																
<input type="checkbox"/>	New Residential Building/Home		<input type="checkbox"/>	New Room Addition		<input type="checkbox"/>	Attached Garage		<input type="checkbox"/>	Detached Garage/Carport		<input type="checkbox"/>	Shed/Barn/Storage			
<input type="checkbox"/>	Residential Remodel		<input type="checkbox"/>	With Fence		<input type="checkbox"/>	With Irrigation System		<input type="checkbox"/> Other (List)							
PERMIT DETAILS (COMPLETE ALL THAT APPLY)																
Total Sq Footage		1 st Floor Sq Footage		2 nd Floor Sq Footage		Sq Ft Porch / Patio		Sq Footage Garage		Contracted Valuation:						
Total # Rooms		Total # Bedrooms		Total # Bathrooms		Appliances <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC		HVAC Seer Rating		Total Lot Sq' / Acreage						
UTILITY DETAILS (CHECK ALL OPTIONS WHICH APPLY)																
Electric Provider:	<input type="checkbox"/>	Oncor	<input type="checkbox"/>	Wise Electric	<input type="checkbox"/>	Overhead	<input type="checkbox"/>	Underground	<input type="checkbox"/>	Single Phase	<input type="checkbox"/>	Three Phase	<input type="checkbox"/>	0-200 Amps	<input type="checkbox"/>	201-400 Amps
Water Provider:	<input type="checkbox"/>	City of Aurora	<input type="checkbox"/>	Monarch	<input type="checkbox"/>	Palo Duro	<input type="checkbox"/>	Private Well	<input type="checkbox"/>	Water Meter Size	<input type="checkbox"/>	% 1	<input type="checkbox"/>	1.5	<input type="checkbox"/>	2 (Circle One)

PROPERTY OWNER / AGENT AUTHORIZATION		
<p>In addition to the code restrictions applicable to this property, there may be additional restrictions by Deed. These documents can be found at the Wise County Clerk's Office in Decatur. Please verify deed restrictions, design requirements and HOA restrictions. The City of Aurora DOES NOT enforce deed restrictions or neighborhood guidelines.</p> <p>Property Owner / Agent Authorization: By signature, I hereby affirm that I am the property owner of record, or if the applicant is a business/organization, that the business has been granted right to represent the owner, organization or business in the submittal of this application. I certify the preceding information is complete and accurate. I understand the fees as indicated in the City Fee Schedule. I have the power to authorize and hereby grant permission for City of Aurora Code Officials, Administrators and Officers to enter the property on official business as a part of the application and inspection processes.</p>		
_____ SIGNATURE OF PROPERTY OWNER	_____ PRINTED NAME OF PROPERTY OWNER	_____ DATE
_____ SIGNATURE OF BUILDER / GC	_____ PRINTED NAME OF BUILDER / GC	_____ DATE